

# Access to Budget Spreadsheets

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ADMINISTRATIVE SERVICES, HUMAN RESOURCES,  
PRESIDENT'S OFFICE – FY2021-22 BUDGETING PROCESS

# For more Nuventive resources

<https://www.elcamino.edu/about/depts/ir/>

## PLANNING



Planning Processes  
& Calendars



Planning Resources



Planning  
Documents



Accreditation



### Nuventive Training

#### Academic Affairs & Student Services

- Nuventive Quick Guide
- Nuventive Refresher Video
- Linking Recommendations from Program Review Video
- Accessing Budget Worksheets via Nuventive Video

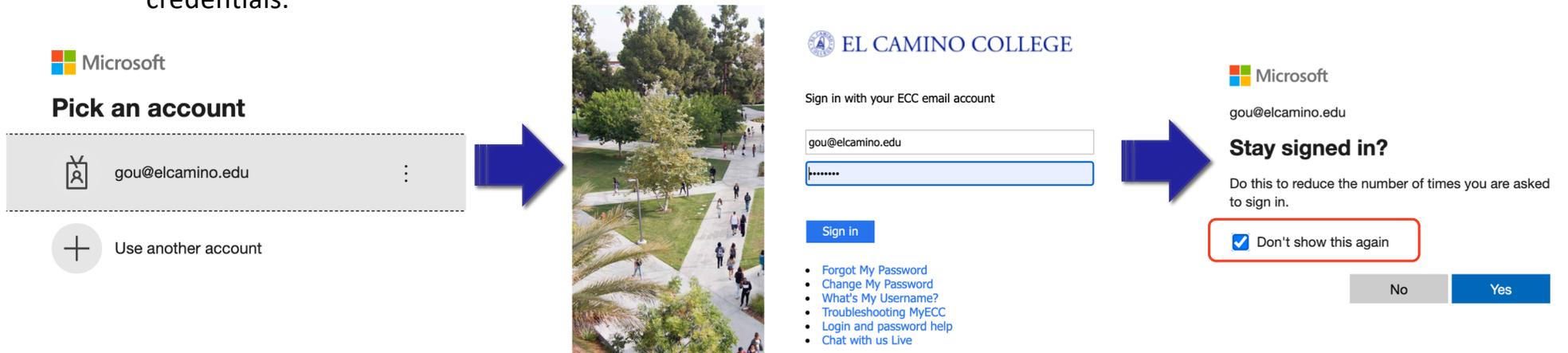
# Logging in

<https://solutions.nuventive.com/>

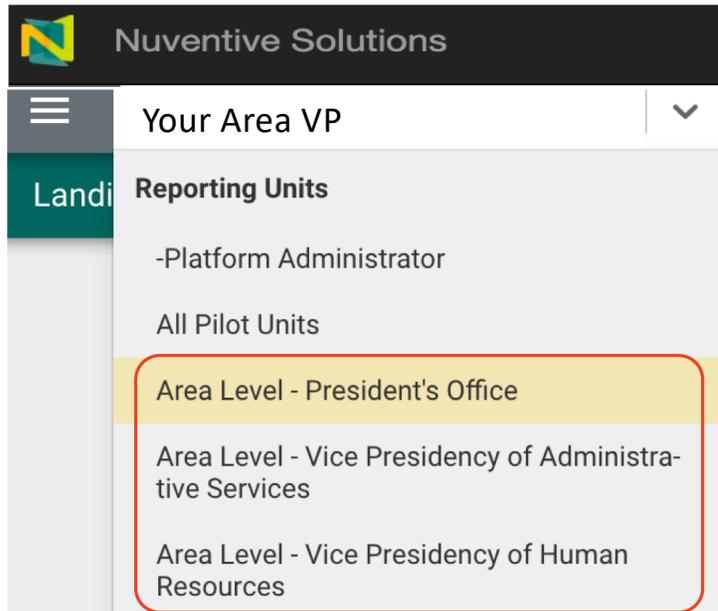


# Logging in

Please use your ECC credentials to log into Nuventive Improve. These extra screens are required the first time logging into Nuventive to provide your credentials. Click on “Don’t show this again” to save your credentials.



# Accessing Budget Folders



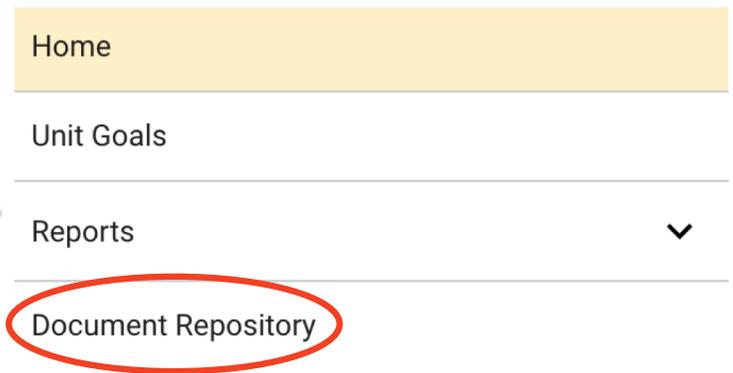
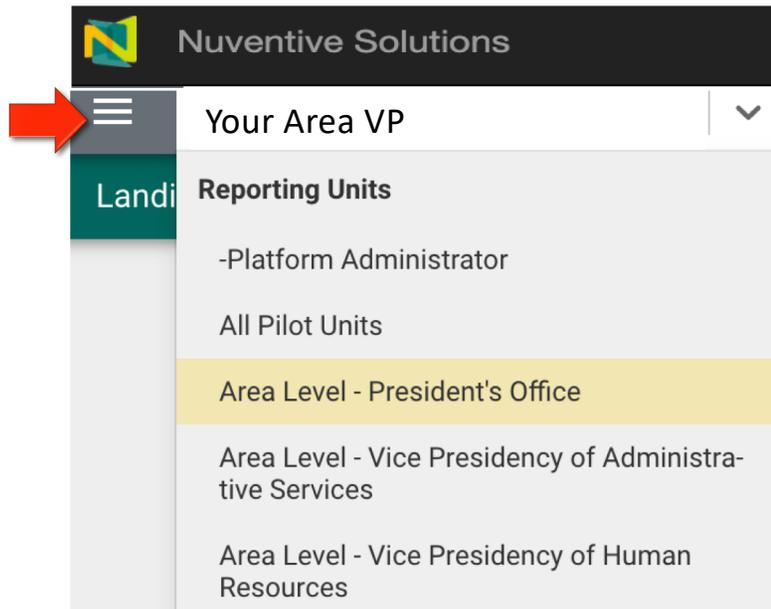
The screenshot shows the Nuventive Solutions interface. At the top, there is a header with the Nuventive Solutions logo and name. Below the header, there is a navigation menu with a hamburger icon and the text 'Your Area VP'. A dropdown arrow is visible next to 'Your Area VP'. The dropdown menu is open, showing several options: 'Reporting Units', '-Platform Administrator', 'All Pilot Units', 'Area Level - President's Office', 'Area Level - Vice Presidency of Administrative Services', and 'Area Level - Vice Presidency of Human Resources'. The 'Area Level - President's Office' option is highlighted in yellow. Two red callout boxes with arrows point to the dropdown arrow and the highlighted 'Area Level - President's Office' option.

Use the dropdown arrow and go to **Reporting Unit.**

Select your one of the **Area Levels.**  
All budget worksheet folders are under the President/VP areas.

# Accessing Budget Folders

Use the three bars to reveal the Home menu.



All budget worksheet folders are in the **Document Repository** under the President/VP areas.

# Accessing Budget Folders

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☰ Area Level - Vice Presidency of Administrative Services

Document Repository

Home > Area Level - Vice Presidency of Administrative Services

📁 Budget Spreadsheets

📁 General ⋮



☰ Area Level - Vice Presidency of Administrative Services

Document Repository

Home > Area Level - Vice Presidency of Administrative Services > Budget Spreadsheets

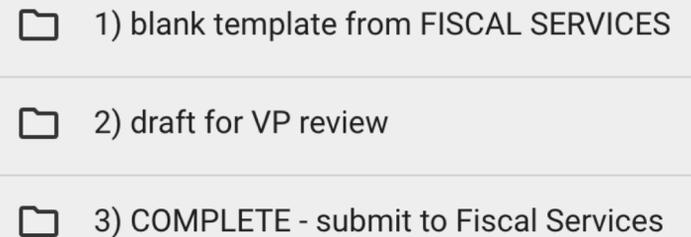
📁 2021-22 Budget Spreadsheets

# Budget Spreadsheet Folders

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## Three folders:

- **Folder #1:** Blank budget spreadsheets from Fiscal Services for download
- **Folder #2:** *Optional step:* To facilitate internal processes, use this folder to forward the completed budget spreadsheet to the Area VP for their review before final submission
- **Folder #3:** Completed budget spreadsheets submitted for Fiscal Services download and review

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- 1) blank template from FISCAL SERVICES
  - 2) draft for VP review
  - 3) COMPLETE - submit to Fiscal Services

## **Process:**

1. Download the blank budget spreadsheet from folder #1 if needed.
2. If needed, review the budget spreadsheet internally within your unit/area.
3. Submit the completed budget spreadsheet to Fiscal Services by uploading the completed document to folder #3.

# Uploading Completed Budget Spreadsheets

In the appropriate folder  
click on  to add a new  
file to the folder.



Annual plan... offices.xlsx

**Name \***

\_\_\_\_\_

**Description**

\_\_\_\_\_

- **Name** will automatically populate with the name of the file you are uploading.
- **Description** is optional.

CANCEL X

SAVE 